

Job Title:	<u>Data & Assessment Specialist, ECE</u>
Grade Level/Terms of Employment:	<u>Grade 122/260 Days (12 months)</u>
FLSA Status:	<u>Exempt</u>
Work Location:	<u>Academic Office</u>
Immediate Supervisor:	<u>Director of Early Childhood Education and School Readiness</u>

General Description

The Data & Assessment Specialist, ECE supports on-going and annually scheduled division and state assessment activities, including coordination of early childhood and kindergarten readiness assessment administration. The Specialist also collects and analyzes data for division and site-level leadership to support decision making aligned with the division's strategic plan and goals. The Specialist supports cross functional teams in developing processes for effective tracking and communicating of key performance metrics across and within schools and to key audiences.

Essential Duties and Responsibilities:

- Works collaboratively to maintain a division database to collect and manage preschool data, ensuring accuracy of data collected and providing reports to preschool leaders at targeted intervals for the purpose of assessing progress towards goal attainment and kindergarten readiness
- Analyzes data longitudinally to report on cohorts of students, establishes systems of cohort progress review, and provides reports that assess cumulative progress
- Develops the tools, procedures and systems for preschool leaders and teams to independently analyze and respond to pre-kindergarten student academic achievement data
- Manages the calendar and system for administering assessments, data checkpoints and analysis
- Monitors preschool data for accuracy with regard to attendance and enrollment codes and record and documentation requirements
- Tracks and verifies all withdrawals and transfers of preschool students both within and out of the school division
- Monitors division, school, and student-level attendance and discipline data to identify program effectiveness as well as to direct appropriate and immediate response to support improvement
- Serves as liaison with other community agencies with regard to the sharing of mandated data
- Assists in the preparation of data for local, state, and federal reports
- Provides data and system support to leadership; manages login information for internal data systems; assists site-based leads and staff in use of various software and assessment systems
- Performs related duties as assigned

Qualifications:

- Bachelor's degree required; degree in education, information technology, or a related field preferred
- At least one year of experience, preferably in an educational setting, with responsibilities in data analysis, developing and implementing data collection and analysis of projects

- Strong analytical skills, problem solving abilities, excellent oral and written communication skills, and organization and planning skills
- Demonstrated ability to set and achieve goals grounded in positive school readiness outcomes for preschool children
- Ability to establish and maintain good working relationships with school staff and external partners
- Proficient in Microsoft Office Suite, Excel, and Google Suite; experience in the use of statistical analysis software (i.e. SPSS, SAS) preferred
- Knowledge of school, division, state, and federal regulations, laws, policies, and procedures related to data security and privacy
- Bilingual/fluency, in Spanish preferred